

## CALHOUN COUNTY SUBMITTING BIDS/PROPOSALS INSTRUCTIONS

Vendors who will be submitting a bid/proposal to Calhoun County must follow these 2 steps:

1. Register as a **vendor with the County** by means of this link:

<http://www.calhouncountymi.gov>

This will add you to the County's vendor database. If you are already registered, take a moment to review your information and update as needed.

2. Register your **intent to bid** with the Purchasing Office by means of this link:

[lobrig@calhouncountymi.gov](mailto:lobrig@calhouncountymi.gov)

Include the RFP/RFB # of the project to which you will be responding, along with the name of your company and email address. This will notify the Purchasing Office that you are to be considered a "Vendor of Record" and in turn, Purchasing will inform you of any addenda or revisions to the original solicitation. Should you elect not to submit a bid after registering a positive intent, notify the Purchasing Office via the above link that you will not be bidding.

***By not registering your intent to bid, you will not be notified of addenda***

**CALHOUN COUNTY  
REQUEST FOR BID  
CALHOUN COUNTY ADMINISTRATOR'S OFFICE  
PURCHASING DIVISION  
(269) 781-0981**

**ISSUE DATE:**        *WEDNESDAY, JUNE 5, 2013*

**DUE DATE:**        *THURSDAY, JUNE 20, 2013*

**PROJECT:**        *FORD POLICE INTERCEPTOR SEDANS - RFB#112-13*

This invitation to bid with all pages, documents, and attachments contained herein or subsequently added or made a part hereof, submitted as a fully and properly executed bid, shall constitute a contract between the County of Calhoun and the successful and most responsible bidder, as determined by the County when approved and accepted by the County of Calhoun.

1.    **BID SUBMISSION:**

- A.    Bids must be submitted in complete original form by mail or by messenger a sealed envelope to the following address:

**CALHOUN COUNTY BUILDING  
ADMINISTRATOR'S OFFICE, PURCHASING DIVISION  
315 WEST GREEN STREET  
MARSHALL, MI 49068**

All bids received shall be noted as such on the outside of the envelope:

**BID:**                *FORD POLICE INTERCEPTOR SEDANS - RFB#112-13*

**DUE DATE:** *THURSDAY, JUNE 20, 2013; 3:00 P.M. (Local time)*

2. PREPARATION OF BIDS

- A. The bid shall be legibly prepared in either ink or by typewriter.
- B. Should the bidder find it necessary to alter the Bid/Contract, such alterations shall be crossed out with ink, and the correction entered directly above the date in ink by the bidder.
- C. The bid shall be legally signed and the complete address of the bidder provided thereon.

3. FAIR EMPLOYMENT PRACTICES

Any vendor engaged in this contract shall conform to Public Act 453, 1976, as amended, "Michigan Civil Rights Act", the Civil Rights Act of 1964, the Equal Opportunity Employment Act of 1973 inclusive of subsequent amendments and the Federal Rehabilitation Act of 1973, Section 504.

4. EXPLANATION TO BIDDERS

Any significant explanation desired by a bidder, regarding the meaning or interpretation of the Request for Bid and attachments, must be requested in writing and with sufficient time allowed for a reply to reach all prospective bidders before the submission of their bid. Any information given to a prospective bidder concerning the bid will be furnished to all prospective bidders as an amendment or an addendum to the bid if such information would be of significance to uninformed bidders. The County shall make the sole determination as to the significance of the information. Oral explanation or instructions given before the award of the contract shall not be binding.

5. INQUIRIES

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Questions that arise as a result of this RFB must be submitted in writing to the issuing office via Email by **Tuesday, June 11, 2013; 5:00 p.m.** All questions and answers will be transmitted via Email to all potential bidders by **Thursday, June 13, 2013; 5:00 p.m.** Any correspondence related to a solicitation should refer to the appropriate Request for Bid number, page and paragraph number. Questions must be addressed to:

Calhoun County Administration Office,  
Purchasing Division  
CONTACT: Leslie R. Obrig, Purchasing Coordinator  
E-MAIL: [lobrig@calhouncountymi.gov](mailto:lobrig@calhouncountymi.gov)  
FAX: 269.781.0140 (*use only if email not available*)

6. TAXES

Except as may be otherwise provided in the bid, the County is exempt from Federal Excise and State Sales Tax, and such taxes shall not be included in the bid process. Federal Exemption Certificates will be furnished if so requested.

7. WITHDRAWAL OF BID

Bids may be withdrawn prior to the exact time set for receipt of bids in person by a bidder or the bidder's authorized representative, provided the representative's identity is made known and the representative signs a receipt for the proposal documents.

8. RESPONSIVE BID

All pages and documents and the information requested herein, must be furnished completely in compliance with the instructions. The manner of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. The County reserves the right to accept or reject any or all bids and to waive informalities and irregularities in bids or bidding procedures, and to accept any bid determined by the County to be in the best interests of the County, even though not the lowest bid. Bids shall remain valid for thirty (30) days from opening. Any bid received at the office herein designated after the exact time specified for receipt will not be considered.

9. ALTERNATE BIDS

Bidders are cautioned that any alternate bid, unless specifically requested; or, any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements for the bid, may be considered non-responsive and at the option of the County, result in the rejection of the bid. The County reserves the right to accept or reject any or all bids, to waive or not to waive informalities and irregularities in bids or bidding procedure, and to accept any bid determined by the County to be in the best interests of the County, even though not the lowest bid.

10. AWARD OF CONTRACTS

- A. The contract will be awarded to the most responsible bidder whose bid conforming to this solicitation will be most advantageous to the County; price and other factors considered.
- B. The County reserves the right to accept or reject any or all bids and to waive

informalities and irregularities in bids or bidding procedures, and to accept any bid determined by the County to be in the best interests of the County, even though not the lowest bid.

- C. The County reserves the right to postpone the bid opening for its own convenience.

11. INDEMNITY CLAUSE

The bidder will indemnify, save harmless and exempt the County, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorney fees incidental to any work done in the performance of the contract. The bidder will not be liable for any claims, demands, damages, costs, expenses or attorney fees arising out of an act or omission on the part of the County, its officers, agents, servants, and employees.

## 12. SPECIFICATIONS

### A. INTRODUCTION

Calhoun County is seeking bids for the purchase of a total of three (3) new Ford model police interceptor sedans. All vehicles must be new 2013 model year vehicles, comply with the minimum specifications as set forth in this document, and be provided within a reasonable delivery time. If 2013 model year vehicles can not be provided, a bid for 2014 model year vehicles will be accepted. Bids will be considered for vehicles located within the dealer's inventory, ordered from manufacturer, or secured by dealer through a vehicle location process. The most responsive bid will be one that provides the County with a cost effective vehicle purchase price and reasonable estimated delivery time. The successful bidder will receive a purchase order as confirmation of the County's bid award.

The County will lease all three of these vehicles via an established municipal lease relationship with Ford Motor Credit Company. The County will coordinate this lease directly with FMC upon selection of the awarded bidder. Payment for these vehicles will be provided by Ford Motor Credit Company directly to the awarded dealer.

### B. VEHICLE SPECIFICATIONS

Calhoun County will accept the following model/makes of vehicles based upon the minimum specifications listed:

#### **FORD POLICE INTERCEPTOR SEDAN, 4 DOOR**

Required quantity: three (3)

Model: 2013 or 2014 new

Interceptors shall be standard factory equipped, but not limited to:

Engine: Gasoline, V-6

Transmission: automatic

Brakes: power ABS

Drive train: FWD and/or AWD - Bid requested on both (*attachment C & C1*)

Color: 2 units: exterior - white  
interior - gray

1 unit: exterior - black  
interior - gray

Keys: minimum of 3 sets

Bidders are requested to submit pricing based upon a base-unit police interceptor vehicle. Bids shall include a complete listing of specifications for the vehicle bid and options within manufacturer's police interceptor standard equipment and price breakdown per each option. Final selection regarding options will be decided between the County and the awarded bidder and the

base price will be adjusted to reflect these final options on the confirming purchase order.

C. ADDITIONAL REQUIREMENTS:

All three (3) vehicles must comply to the following criteria:

1. All vehicles shall be delivered to:  
Calhoun County Purchasing, 315 W. Green Street, Marshall and are subject to inspection prior to acceptance of delivery. County Purchasing shall be the signatory upon acceptance.
2. Manufacturer's window sticker shall remain on vehicle.
3. Provide odometer certification
4. Vehicle shall have a minimum of 4 gallons of gasoline at delivery.
5. Provide all necessary operations manuals in each vehicle.
6. Minimum of 3 sets keys upon delivery.
7. No dealer advertising decals are to be on vehicle.
8. Total per vehicle price shall include license/title fee.
9. The County is exempt from sales tax.

13. CONTENTS OF BID

A. Name of dealership: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Sales representative: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
\_\_\_\_\_  
E-mail: \_\_\_\_\_

- B. Detailed Description of Vehicle Proposed (*additional sheets/attachments acceptable*)
- C. Completed Attachment A (*Non-Collusion Affidavit*)
- D. Completed Attachment B (*Certificate for Execution*)
- E. Completed Attachments C & C1 (*Bid Sheets*)

***ATTACHMENT A***

**NON-COLLUSION AFFIDAVIT**

The bidder, by its officers and authorized agents or representatives present at the time of filing this proposal, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such County of Calhoun, Michigan, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public office anything of value whatsoever, or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for by the attached proposal, that no inducement of any form or character other than that which appears on the face of the proposal will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the proposal or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this proposal.

COMPANY: \_\_\_\_\_

BY: \_\_\_\_\_  
(signature)

NAME: \_\_\_\_\_  
(type or print)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



## **CERTIFICATE OF AUTHORIZATION FOR CONTRACT EXECUTION**

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of its corporate powers.

DATE: \_\_\_\_\_

INCLUDE CORPORATE SEAL OR NOTARIZE BELOW

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***ATTACHMENT C-BID SHEET***

2013/14 FORD POLICE INTERCEPTOR SEDAN, FWD  
RFB#112-13

Make/Model/Year of Vehicle \_\_\_\_\_

Color Interior/Exterior \_\_\_\_\_

Selling Price of Vehicle     \$ \_\_\_\_\_     \$ \_\_\_\_\_  
*(Price stated in words)*

TOTAL OF 3 VEHICLES:     \$ \_\_\_\_\_     \$ \_\_\_\_\_  
*(Price stated in words)*

Circle one:                                  inventory     dealer locate     factory order

**ETA from order confirmation:** \_\_\_\_\_

Dealership: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

All vehicles shall be delivered and delivery coordinated with Calhoun County Purchasing. The above named vendor does hereby offer to perform such services and/or supply said products for the County of Calhoun the type and quality and in the manner described, subject to and in accordance with the terms and conditions set forth in this document and at the price stated above.

INCLUDE WITH BID A COMPLETE LIST OF STANDARD AND OPTIONAL EQUIPMENT AND OPTION PRICING.

**BIDS SHALL REMAIN VITAL FOR 30 DAYS FROM BID DUE DATE**

**ATTACHMENT C1-BID SHEET**

2013/14 FORD POLICE INTERCEPTOR SEDAN, AWD  
RFB#112-13

Make/Model/Year of Vehicle \_\_\_\_\_

Color Interior/Exterior \_\_\_\_\_

Selling Price of Vehicle     \$ \_\_\_\_\_     \$ \_\_\_\_\_  
*(Price stated in words)*

TOTAL OF 3 VEHICLES:     \$ \_\_\_\_\_     \$ \_\_\_\_\_  
*(Price stated in words)*

Circle one:                                  inventory        dealer locate    factory order

**ETA from order confirmation:** \_\_\_\_\_

Dealership: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date \_\_\_\_\_

All vehicles shall be delivered and delivery coordinated with Calhoun County Purchasing. The above named vendor does hereby offer to perform such services and/or supply said products for the County of Calhoun the type and quality and in the manner described, subject to and in accordance with the terms and conditions set forth in this document and at the price stated above.

INCLUDE WITH BID A COMPLETE LIST OF STANDARD AND OPTIONAL EQUIPMENT AND OPTION PRICING.

**BIDS SHALL REMAIN VITAL FOR 30 DAYS FROM BID DUE DATE**

*(Extra sheet provided for your use)*